



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

5TH FLOOR, ROOM 508
810 UNION STREET
NORFOLK, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
WWW.NORFOLK.GOV/PLANNING

SPECIAL EXCEPTION APPLICATION



Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. Submit completed application with all required attachments including Survey/Site Plan (*see attached Site Plan example), check for \$265 made payable to Treasurer, City of Norfolk, and Description of request.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will post legal notice of application request and photograph subject property.
6. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
7. Applicant **must** attend public hearing:
 - ? Where: City Hall Building
11th Floor, Council Chambers
 - ? Time: 2:30 p.m.
8. During the Commission's hearing:
 - ? Applicant must register to speak
 - ? Staff will present application and recommendation
 - ? Applicant/representative may make a presentation
 - ? Proponents may speak
 - ? Opponents may speak
 - ? Rebuttal
9. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
10. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. In accordance with the City of Norfolk Zoning Ordinance, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the effective date of said ordinance; otherwise said ordinance shall be void.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

ZONING SERVICES

5TH FLOOR, ROOM 508

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SPECIAL EXCEPTION APPLICATION



**City of
Norfolk**

Application For City Planning Commission Public Hearing

SPECIAL EXCEPTION

Special Exception for: _____
(\$265.00)

Date of application: _____

Name of applicant: (Last) _____ (MI) _____ (First) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax number () _____

DESCRIPTION OF PROPERTY

1. Property location: (Street Number) _____ (Street Name) _____

Lot number(s) _____ Block Number _____ Zoned _____ Subdivision _____

Legal Description _____

Existing Use of Property _____

Proposed Use _____

List hours of operation:

Weekday From _____ To _____

Friday From _____ To _____

Saturday From _____ To _____

Sunday From _____ To _____

Trade Name of Business (If applicable) _____

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

Special Exception

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2. Name of property owner: (Last) _____ (MI) _____ (First) _____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

REQUIRED ATTACHMENTS:

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (*see attached example).
- ✓ Please attach separate pages for environmental or traffic impact analysis if applicable.
- ✓ Please provide a brief description of the operation of the business (i.e., # of employees, # of seats, # of bays etc...).

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED:

_____/_____/_____
(Property owner or authorized agent signature) (Date)

SIGNED:

_____/_____/_____
(Applicant signature) (Date)

Filing Deadlines & Hearing Dates

FILING DEADLINE

December 9, 2002
January 13, 2003
February 10, 2003
March 10, 2003
April 7, 2003
May 12, 2003
June 9, 2003
July 14, 2003
August 11, 2003
September 8, 2003
October 6, 2003
November 3, 2003
December 8, 2003

HEARING DATE

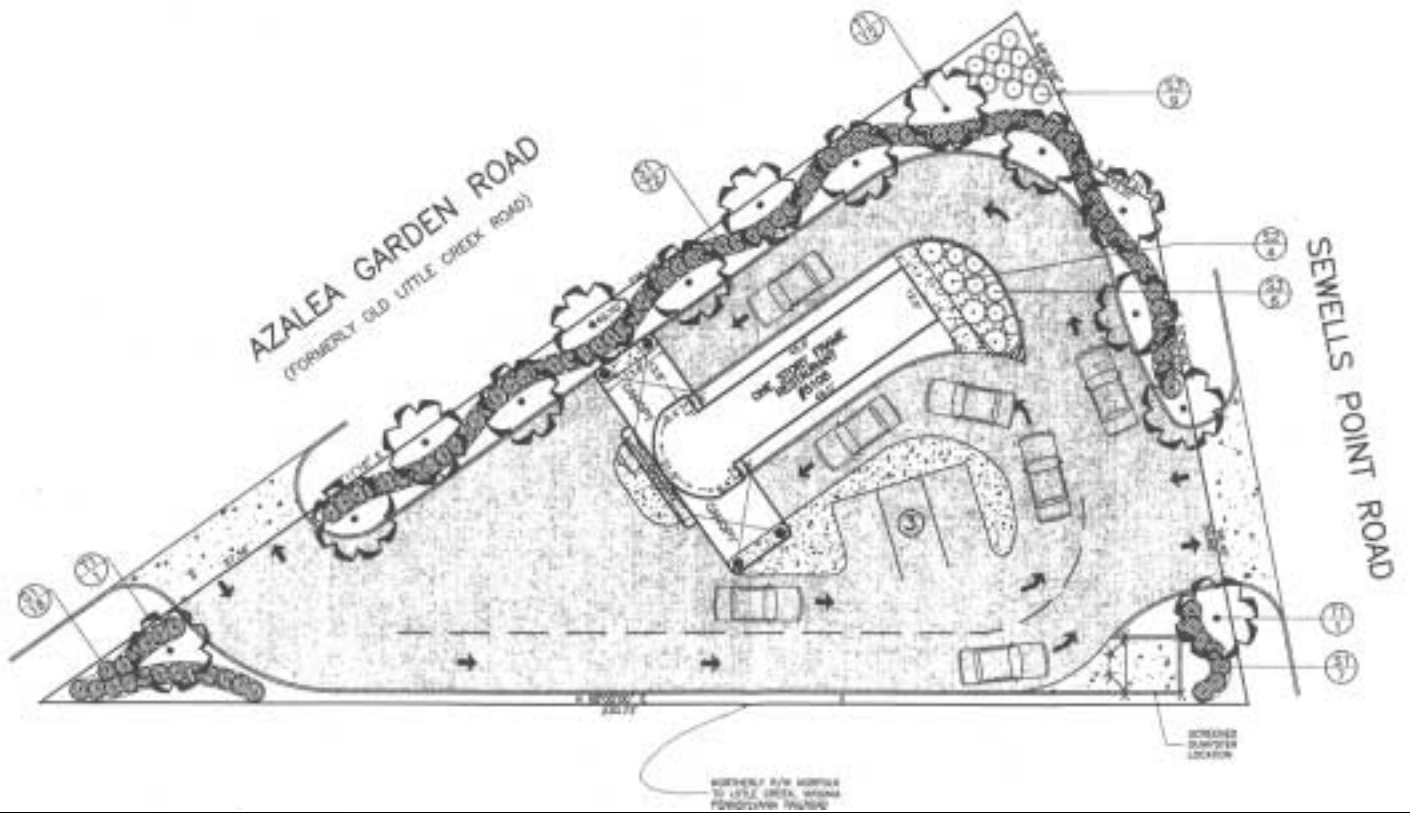
January 23, 2003
February 27, 2003
March 27, 2003
April 24, 2003
May 22, 2003
June 26, 2003
July 24, 2003
August 28, 2003
September 25, 2003
October 23, 2003
November 20, 2003
December 18, 2003
January 22, 2004

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EXAMPLE

SITE PLAN



Survey/Site Plan

- 8 1/2 x 14 in size
- Must be to scale
- Shall meet all requirements of the City of Norfolk Zoning Ordinance, 1992
- Must show: all existing and proposed building footprints, driveways, parking, landscaping, and property lines.
- A sealed survey is preferred, however, a site plan meeting all of the above criteria may be acceptable.